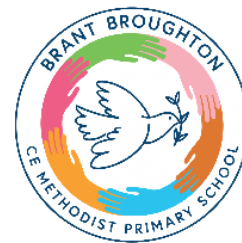


Brant Broughton Church of England Methodist Primary School



Meeting of the Interim Executive Board held on
Thursday 2 July 2026 at 4.30 pm

Summary of Actions

Min	Action	Who	Timescale
2.1	PB Appointment as chair of a schools federation in East Lindsey: update register of interests	PB	ASAP
3.2	School fund banker's mandate: seek to get the correct mandate form to be signed by PB, LC and AF at the next meeting.	PB	Nxt mtg 29/9/26
3.3	Safeguarding refresher training: contact AF to ensure that he has recorded completion of his training on the GovernorHub.	LC	End of term
3.5	Sports premium: present the report for approval at the next meeting.	FC	Nxt mtg 29/9/26
3.6	SFVS: Action Points: consider at the LCC Finance Team meeting on Tuesday 7 July.	LC/FC	7/7/26
3.7	SFVS: Absence Management Insurance: advise members as to the level of cover taken.	FC	ASAP
3.9	SENCo: convey members' thanks to Denise Parker.	FC	ASAP
4.1	MAT: Seek clarification as to who would be managing and paying for the legal services.	LC	ASAP
4.2	MAT: chase her copy of the DBE letter and then LC and FC would sign their respective letters.	LC/FC	ASAP
10.2	Staff training days: send schedule to the Clerk for circulation to members.	FC	ASAP
14.1	Schools Finance Team (SFT) May Report send to the Clerk for circulation to members.	LC/IL	ASAP
14.2	Finance Report: send account reports to be discussed at the SFT meeting on 7 July to the Clerk to circulate to members.	LC/IL	ASAP
17.7	Complete a website audit in time for the next meeting.	LC/IL	Nxt mtg 29/9/26

Signed:

Dated:

Kindness



Courage



Humility



Hope

Minutes

Present:	Debbie Barks	DBA
	Paul Brewster	PB
	Lucy Conley (Chair)	LC
	Rev Stuart Ellis	SE
In attendance:	Fiona Clarke, Interim Headteacher	FC
	Imogen Lemon (Clerk)	IL
	Michelle Waddell, Lincolnshire County Council	MW

SE led those present in prayer prior to the start of the formal agenda.

1. Welcome and Opening Remarks

- 1.1 SE was welcomed to his first meeting of the IEB.
- 1.2 Apologies were received and accepted from Andrew Fulbrook (AF).

2. Declarations of Interest

- 2.1 PB advised the meeting that he had been appointed to chair a schools federation in East Lindsey. **Register of Interests to be updated accordingly.** PB

3. Minutes and Confidential Addendums for the meeting held on 1 June 2026

- 3.1 a) Approval
The minutes and confidential addendums for the meeting held on 1 June 2026 were proposed by PB and seconded by DB as true and accurate records. The minutes and addendums were approved and signed as read.
- 3.2 b) Matters Arising
Min 3.5: School fund banker's mandate
PB advised the meeting that the bank may have sent him the wrong form for completion. **He would seek to get the correct mandate form, and this would be signed by himself, LC and AF at the next meeting.** PB
- 3.3 Min 3.6 Safeguarding refresher training
It was agreed that LC would contact AF to ensure that he had recorded completion of his training on the GovernorHub. LC
- 3.4 Min 5.4 HT Report

It was confirmed that the Keystone MAT template report would be used but that, given other priorities, the first such report would be presented to the next meeting.

- 3.5 Min 5.11: Sports premium - investigate coding of expenditure and report on spending and future priorities
FC reported that the coding had been investigated and a report would be presented for approval. **Given that the deadline for submission was the end of September the report would be presented for approval at the next meeting.** FC
- 3.6 Min 5.13: SFVS Action Points
It was agreed that the actions points should be considered at the LCC Finance Team meeting on Tuesday 7 July. LC/FC
- 3.7 Min 5.13: SFVS Absence Management Insurance
FC confirmed that insurance cover had been taken. **It was agreed that FC would advise members of the level of cover taken.** FC
- 3.7 Min 6.2 Premises - Use of Keystone staff safety manuals
FC confirmed that the school would be using the Keystone policies and manuals under the livery of the school.
- 3.8 Min 7.3: 2026-27 Term dates
FC advised the meeting that the term dates had been added to the school website.
- 3.9 Min 9.2: Provide SEND audit report for the next meeting
It was noted that the SENCo Denise Parker had provided a list of actions undertaken. FC reported that a one day per week SEN role had been advertised and the appointment was due to be made by the end of term. **Members asked that their thanks be conveyed to Denise Parker.** FC
- 3.10 Min 9.3: Monitoring of SEND
AC advised the meeting that AF had agreed to monitor this area alongside herself.
- 3.11 Min 12.5: Complaints policy LCC Legal Advice
In light of the advice received from LCC, it was agreed to use the complaints policy approved at the last meeting and then move to the Keystone MAT policy.
- 3.12 All other actions were either marked as completed or dealt with elsewhere on the agenda.

4. **CONFIDENTIAL ITEM Multi Academy Trust**
5. **CONFIDENTIAL ITEM Ofsted including SEF update**

Given that these agenda items had been agreed as confidential, they were recorded as a separate confidential addendum part 1 to the minutes.

6. **Safeguarding Audit and Monitoring Report**

- 6.1 DB reported that subsequent to the last meeting, the actions against the criteria previously identified as red had been implemented to the degree that those criteria could now be identified as amber. The audit report could therefore, with approval, be submitted with the secure assurance for members that the school was compliant. DB therefore proposed that the audit be submitted with members' approval. Members agreed unanimously. FC then confirmed that the audit (*paper 6(1) IEB 26-07-02 Safeguarding Audit Assurance and 2026-27 Action Plan*) had been submitted to LCC.
- 6.2 Members received the term 6 safeguarding monitoring report from DB (*paper 6(2) IEB 26-07-02 Term 6 Safeguarding Visit June 2026*).
- 6.3 It was agreed that the members had been rigorous and robust in their challenge to hold the Interim Headteacher to account in ensuring that the school could confirm its compliance in this area. LC congratulated all those involved.

7. **Sport Premium Priorities and Plan**

- 7.1 This matter had been covered under item 3b (min 3.5).

8. **School Improvement Plan**

- 8.1 FC the three main priorities for the SIP 2026-27 would be:
 - Early Years Learning - this would have a focus on both provision and promotion. The school was and would be working closely with the pre-school provider.
 - Inclusion - this would have a focus on mental health and wellbeing and preparing the children for their future.
 - Teaching and Learning - this would focus on both the principles of teaching and learning and also the curriculum.
- 8.2 **Member' question:** What is the current attendance level?
FC answer: it is currently 86%. 23% of the children on school roll are from the traveller community and tend not to attend school for prolonged periods of time.

8.3 **Member' question:** Have you had any support on managing the attendance from the traveller community?

FC answer: LCC has been providing support, and we are due to have a meeting with the traveller community in September. The matter of attendance had been considered as part of the safeguarding audit so was being actively managed.

8.4 It was noted that the Headteacher's report for the next meeting onwards would report on attendance and that the Insight data programme, the purchase of which members had approved, was already having a positive impact in enabling staff to closely track attendance.

9. Headteacher's Report

9.1 This matter had been covered under item 3b (min 3.4).

10. Term and Staff Training Dates

10.1 The matter of term dates had been covered under item 3b (min 3.8).

10.2 FC advised the meeting that five staff training days had been scheduled for 2026-27.
This schedule would be sent to the Clerk for circulation to members. FC

11. Pupil Premium Update

11.1 The members noted that evidence was limited for staff evaluation of pupil premium spending impact due to the previous executive leadership of the school.

11.2 The pupil premium statement for 2024-25 was on the school website and the statement for 2025-26 would be presented for approval before the end of December 2026. The Insight data programme would be valuable for providing data which would be used in accounting for impact and control. It was noted that the school had pupils classified as LAC on their school roll.

12. Teaching and Learning Report

12.1 MW took members through her report (*paper 15 IEB 26-07-02 LCC Core Visit Report 15-06-2026*). MW had been impressed to see impact of changes across all classes, in particular better behaviour with children more settled in class. The focus on pupil mental health and wellbeing would be key next year and there needed to be more adaptive teaching to deal with the low-level behaviour and concerns still present in classes.

- 12.2 **Member' question:** Does the school intend to keep the current reward scheme in use over the longer term?
MW answer: There is a need to see teaching staff use praise more frequently and therefore move in a positive way towards a situation where the reward is recognition and praise rather than house points. There is a much better atmosphere in the school now but teaching staff still need to be prompted to praise good behaviour. The motivation of pupils over the longer term will provide recognition for good behaviour in line with the school's Christian vision and values.
- 12.3 MW went onto report that there is clear progress being made in teacher marking and feedback and there is evidence of live marking across classrooms. Teacher CPD will help further.
- 12.4 The next steps will be focus on holding staff to account for higher standards and these need to be consistent across classes. The use of the Keystone appraisal and performance scheme will provide a more robust approach to holding staff to account.
- 12.5 MW highlighted that early years teaching and learning provision was a clear priority for improvement. It was agreed that the school needed to demonstrate impact of previous actions and support in this area. The Rapid Improvement Plan would remain in place until January 2027.

13. SENDCo Audit Report

- 13.1 This matter had been covered under item 3b (min 3.9).

14. Finance and Premises

- 14.1 a) Schools Finance Team (SFT) Reports Action Points Update
It was noted that the next SFT meeting was scheduled for 7 July 2026. **It was agreed that the report from the May SFT meeting would be sent to the Clerk for circulation to members.** LC/IL
- 14.2 b) Finance Report
It was agreed that the account reports to be discussed at the SFT meeting on 7 July would be sent to the Clerk to circulate to members. LC/Clerk
- 14.3 c) SFVS Update Including Absence Management
FC reported that all twelve actions on the SFVS had been completed other than the one covering the sports premium report. This had been reported under agenda item 3b (minutes 3.7).

14.4 In term of finance administration, FC reported that there had been some changes in personnel in the school office and that training and support would be provided to support staff in fulfilling this function.

14.4 d) Premises Report

FC reported that the fire risk assessment had been completed. The school had been advised by LCC that the windows in the library needed to be replaced, and initial quotes estimated a cost of £22k. It was suggested that further advice and quotes for this work might be beneficial.

15. LCC Core Visit Report

15.1 This matter had been covered under item 12.

16. LCC Monitoring & Intervention Framework

16.1 The framework document was received for information.

17. Policies for Approval

17.1 Complaints Policy

This matter had been covered under item 3b (min 3.11).

17.2 Anti-bullying Policy

Member' question: Do we have a separate Child on Child Abuse policy?

FC answer: It is referred to in the safeguarding policy.

Member' question: How practical is it for two children to be separated into different classrooms, as the draft policy currently states?

FC answer: It is not practical and the policy will be changed to enable separation but not necessarily into separate classrooms.

The policy was approved subject to this one change.

17.3 **Member' question:** Do we have an Allergy Policy

FC answer: Yes.

17.4 Data protection

The policy was approved.

17.5 Online Safety

Member' question: Can we remove references to the 'trust' and replace with school?

FC answer: Yes.

Member' question: Can we remove references to 'cyber security strategy' and 'cyber awareness plan'

FC answer: Yes.

The policy was approved subject to the changes.

17.6 Staff Acceptable Use Agreement

The policy was approved.

17.7 **It was agreed that LC and IL should complete a website audit in time for the next meeting.** **LC/IL**

18. Any Other Business

18.1 FC advised the meeting that, following a behaviour incident resulting in damage to school property and injury to staff she had suspended one child for a 5-day period.

18.2 FC also advised the meeting that there had been a breach of GDPR following the accidental merger of school data by the ParentMail company with data from another school. The school had been assured that the other school had not been unable to access the school's data and no parent data had been viewed or used. All relevant parties had been informed of the breach accordingly.

18.3 DB informed members that new food standards would need to be implemented from September 2027 so work was needed to ensure that the school was compliant within this time scale. DB offered to be the named member responsible for monitoring food standards. DB was thanked and this was agreed.

14. Date of Next meeting

14.1 The dates for Autumn 2026 were confirmed as:

- Tuesday 29th September 4.00pm in person
- Wednesday 25th November 4.00pm in person
- Tuesday 15th December 4.00pm online or in person to be decided.

Meeting closed at 6.15pm